

Home Based

Questions

For Evaluation

For 2010 this question is for information only.

HB10 – Did the worker have a face-to-face contact with the child at least once during each month of this review period?

DCFS practice guideline section 106.1 states the caseworker shall visit with each child client involved in the case. A visit is defined as a face-to-face meeting between the child and the caseworker. When the worker documents that the child is nonverbal or unable to communicate, and reports observations regarding the child's appearance pertaining to physical well-being, this question can receive a "yes answer for every month of the review period that this is documented. If the child/youth is living out of state and the Utah worker makes telephonic contact with the child/youth that is developmentally age appropriate, this can be scored "yes".

Yes	Documentation was located that the worker had at least one face-to-face contact with the child this month. The child/youth lives out of state and the Utah worker made telephonic contact with the child/youth.
No	No documentation was located of a face-to-face contact with the child this month. The child lives out of state but there is no documentation of the Utah worker contacting the child.
EC	The worker documented two or more attempts to visit the child this month. (Write detailed explanation in the comments section.)
NA	The child was not receiving services during this month or received services for less than 16 days of the month.

For 2010 this question is for information only.

HB11 – Did the worker have a face-to-face conversation with the child outside the presence of the parent or substitute caregiver at least once during each month of the review period to discuss issues pertinent to case planning, service delivery and goal achievement?

DCFS practice guideline section 106.1 states the caseworker shall visit with each child client involved in the case. A visit is defined as a face-to-face meeting between the child and the caseworker. The conversation must be conducted away from the parent or substitute caregiver unless the child refuses or exhibits anxiety. Siblings may be interviewed together or separately depending on the comfort level of the child and safety considerations. The environment of the location of these visits must be conducive to open and honest communication. The length of the visit must be of sufficient duration to address key issues. The content of the interview should focus on key issues pertinent to safety (including threats of harm, child vulnerabilities, and protective capacity of the caregiver), permanency, and well-being, as well as promote the achievement of goals.

Yes	The worker documented at least one face-to-face conversation with the child outside the presence of the substitute caregiver this month.
No	No documentation was located of a face-to-face conversation with the child outside the presence of the caregiver this month.
EC	The worker documented two or more attempts to have a face-to-face conversation with the child this month. (Write detailed explanation in the comments section.)
NA	The child was not receiving services this month or was receiving services for less than 16 days of the month. The child is not developmentally age appropriate. The child lives out-of-state.

For 2010 this question is for information only.

HB12 - Did the worker make a face-to-face contact with the substitute caregiver at least once during each month of the review period to assess with the caregiver the safety, permanency, and well-being of the child and the caregiver's needs as they pertain to the needs of the child?

DCFS practice guideline 106.1 states that at a minimum, the caseworker will conduct one monthly face-to-face contact with a substitute caregiver with whom the child is living. The caseworker shall assess with the substitute caregiver the safety (including threats of harm, child vulnerabilities, and protective capacity of the caregiver), permanency, and well-being needs of the child and the substitute caregiver's needs as it pertains to the child's needs. If the substitute caregiver lives out of state the Utah worker will make at least one contact with the provider during each month of the review period. This contact may be by correspondence, telephonically or electronically. If the worker documents this contact this question can receive a "yes" answer. This does not include the step-parent.

Yes	Documentation was located that indicated the worker had made at least one face-to-face visit with the caregiver of the child this month. If the child is placed out-of-state the Utah worker made at least one contact with the provider.
No	No documentation was located that the worker made at least one face-to-face visit with the caregiver of the child this month. The child is placed out-of-state and no documentation was located that the Utah worker made at least one contact with the provider.
EC	The worker documented two or more attempts to visit the caregiver this month. (Write detailed explanation in the comments section.)
NA	The case was not open this month or was open for less than 16 days of the month. There is no substitute caregiver for this child.

For 2010 this question is for information only.

HB13 – Did the caseworker enter the residence where the child is living and observe and document the general conditions pertaining to threats of harm, child vulnerabilities, and protective capacities of the caregivers at least once during each month of the review period?

DCFS practice guideline 106.1.F states: Monthly Home Visit: The caseworker will check on the residence where the child is living and observe and document the general conditions pertaining to threats of harm, child vulnerabilities and protective capacity of the caregivers.

Yes	The worker documented at least one visit inside the residence where the child lives this month.
No	No documentation was located of a visit inside the residence this month.
EC	The worker documented at least two attempts to visit inside the residence this month.
NA	The family was not receiving services during this month or received services for less than 16 days of the month. Child/youth lives out-of-state.

For 2010 this question is for information only.

HB14 – Did the worker make a face-to-face contact with the mother of the child at least once during each month of the review period to discuss issues pertinent to case planning, service delivery, and goal achievement?

DCFS practice guideline 106.1 states: Monthly caseworker contact with parent. Contact is defined as a face-to-face meeting between the parent and the caseworker. The visit must occur at least monthly. If the whereabouts of the legally recognized mother are unknown, this question can be answered “NA”. If the mother lives out of the county where the worker’s assigned office is located, this contact may be accomplished by correspondence, telephonically, or electronically and receive a “yes” answer. The environment of the location of the visits must be conducive to open and honest conversation. The length of the visit must be of sufficient duration to address key issues. The content of the discussion should focus on issues pertinent to case planning, service delivery and goal achievement. It is assumed that the whereabouts of the parent are known unless the worker specifies otherwise.

Yes	The worker documented at least one face-to-face discussion with the mother of the child this month.
No	No documentation was located of at least one face-to-face discussion with the mother of the child this month.
EC	The worker documented two or more attempts to visit the mother this month. (Write detailed explanation in the comments section.)
NA	The case was not open during this month or was open for less than 16 days of the month. Mother is deceased. Mother’s parental rights have been terminated. Mother refuses to participate in the case. Mother’s whereabouts are unknown.

For 2010 this question is for information only.

HB14a - If the whereabouts of the mother are unknown, did the worker make monthly efforts to locate the mother?

DCFS practice guideline 106.1.D.3.d states; Exceptions for caseworker contact with parent include: The parent's whereabouts are unknown despite concerted efforts to locate them. Concerted efforts means a monthly attempt at locating the parent using one of the following; (1) interviews with family team members; (2) interviews with extended family; (3) interviews with the child/youth; (4) checking allied agency records (Department of Workforce Services, Offices of Recovery Services, law enforcement, etc); (5) on-line person locator searches; and (6) Other sources that the caseworker or the team become aware of that are not listed here. It is assumed that the whereabouts of the parent are known unless the worker specifies otherwise.

Yes	Documentation was located to indicate that the worker made at least one attempt to locate the mother of the child this month.
No	No documentation was located to indicate that the worker made at least one attempt to locate the mother this month.
NA	Case was not open this month or was open for less than 16 days of this month. Mother's whereabouts are known. Mother's rights have been terminated. Mother is deceased.

For 2010 this question is for information only.

HB15 – Did the worker make a face-to-face contact with the father of the child at least once during each month of the review period to discuss issues pertinent to case planning, service delivery, and goal achievement?

DCFS practice guideline 106.1 states: Monthly caseworker contact with parent. Contact is defined as a face-to-face meeting between the parent and the caseworker. The visit must occur at least monthly. If the whereabouts of the legally recognized father are unknown this question can be answered “NA”. If the father lives out of the county where the worker’ assigned office is located, this contact may be accomplished by correspondence, telephonically, or electronically and receive a “yes” answer. The environment of the location of the visits must be conducive to open and honest conversation. The length of the visit must be of sufficient duration to address key issues. The content of the discussion should focus on issues pertinent to case planning, service delivery and goal achievement. It is assumed that the whereabouts of the parent are known unless the worker specifies otherwise.

Yes	The worker documented at least one face-to-face discussion with the father of the child this month.
No	No documentation was located of a face-to-face discussion with the father of the child this month.
EC	The worker documented two or more attempts to visit the father this month (Write detailed explanation in the comments section.)
NA	The case was not open during this month or was open for less than 16 days of the month. Father is deceased. Father’s parental rights have been terminated. Father’s whereabouts are unknown. Father refuses to participate in the case.

For 2010 this question is for information only.

HB15a - If the whereabouts of the father are unknown, did the worker make monthly efforts to locate the father?

DCFS practice guideline 106.1.D.3.d states; Exceptions for caseworker contact with parent include: The parent's whereabouts are unknown despite concerted efforts to locate them. Concerted efforts means a monthly attempt at locating the parent using one of the following; (1) interviews with family team members; (2) interviews with extended family; (3) interviews with the child/youth; (4) checking allied agency records (Department of Workforce Services, Offices of Recovery Services, law enforcement, etc); (5) on-line person locator searches; and (6) Other sources that the caseworker or the team become aware of that are not listed here. It is assumed that the parent's whereabouts are known unless the worker specifies otherwise.

Yes	The worker documented at least one attempt to locate the father of the child.
No	No documentation was located to indicate that the worker made at least one attempt to locate the father this month.
NA	The case was not open this month or was open for less than 16 days this month. Father's whereabouts are known. Father's rights are terminated. Father is deceased.

Foster Care

Questions

For Evaluation

For 2010 this question is for information only.

FCIB1 - Did the worker make a face-to-face contact with the substitute caregiver at least once during each month of the review period to assess with the caregiver the safety, permanency, and well-being of the child and the caregiver's needs as they pertain to the needs of the child?

DCFS practice guideline 302.2.C states that at a minimum, the caseworker will conduct one monthly face-to-face contact with a substitute caregiver with whom the child is living. The caseworker shall assess with the substitute caregiver the safety (including threats of harm, child vulnerabilities, and protective capacity of the caregiver), permanency, and well-being needs of the child and the substitute caregiver's needs as they pertain to the child's needs. If the substitute caregiver lives out of state the Utah worker will make at least one contact with the provider during each month of the review period. This contact may be by correspondence, telephonically or electronically. If the worker documents this contact this question can receive a "yes" answer.

Yes	Documentation was located that indicated that the worker made at least one face-to-face visit with the caregiver of the child this month including threats of harm, child vulnerabilities, and protective capacity of the caregiver. If the child is placed out-of-state the Utah worker made at least one contact with the provider.
No	No documentation was located that the worker made at least one face-to-face visit with the caregiver of the child this month. If the child is placed out-of-state, no documentation was located that the Utah worker made at least one contact with the provider.
EC	The worker documented two or more attempts to visit the caregiver this month. (Write detailed explanation in the comments section.)
NA	The case was not open this month or was open for less than 16 days of the month. Youth is in an IL placement and there is not an out-of-home caregiver. Child is on a trial home placement.

For 2010 this question is for information only.

FC1B2 –Did the worker have a face-to-face contact with the child/youth inside the out-of-home placement at least once during each month of this review period to assess issues pertinent to case planning, service delivery and goal achievement?

DCFS practice guideline section 302.2.B states the caseworker shall visit with each child. A visit is defined as a face-to-face meeting between the child and the caseworker. The visit must occur as frequently as the conditions of the case require but no less than one visit monthly. The visit must occur in the child's out-of-home placement. The purpose of this question is to measure that the children placed out-of-home are seen in their current living environment. If the child is placed out-of-state and the Utah worker makes telephone contact with the child, this question can receive a yes answer.

Yes	Documentation was located indicating that the worker had at least one face-to-face contact with the child/youth inside the out-of-home placement this month.
No	No documentation was located that indicated that the worker had a face-to-face contact with the child inside the out-of-home placement this month.
EC	The worker documented two or more attempts to have face-to-face contact with the child inside the out-of-home placement this month. (Write detailed explanation in the comments section.)
NA	The child was not receiving services during this month or received services for less than 16 days of the month. The child was at home for a trial home placement. The child is AWOL for more than half the month.

For 2010 this question is for information only.

FCIB3 – Did the worker have a face-to-face conversation with the child outside the presence of the caregiver at least once during each month of the review period to discuss issues pertinent to case planning, service delivery and goal achievement? If the youth is receiving TAL or IL services a conversation must occur face-to-face with the youth.

DCFS practice guideline section 302.2 states the caseworker shall visit with each child client involved in the case. A visit is defined as a face-to-face meeting between the child and the caseworker. The conversation must be conducted away from the caregiver unless the child refuses or exhibits anxiety. DCFS assumes any child two years old or older to be developmentally appropriate to have a conversation, unless the worker specifies otherwise in the logs. Siblings may be interviewed together or separately depending on the comfort level of the child or if there are safety considerations. The environment of the location of these visits must be conducive to open and honest communication. The length of the visit must be of sufficient duration to address key issues. The content of the interview should focus on key issues pertinent to safety (including threats of harm, child vulnerabilities, and protective capacity of the caregiver), permanency, and well-being, as well as promote the achievement of goals.

Yes	The worker documented at least one face-to-face conversation with the child outside the presence of the caregiver this month.
No	No documentation was located of a face-to-face conversation with the child outside the presence of the caregiver for this month.
EC	The worker documented two or more attempts to have a face-to-face conversation with the child this month. (Write detailed explanation in the comments section.)
NA	The child was not receiving services this month or was receiving services for less than 16 days of the month. The child is not developmentally age appropriate. The child lives out-of-state. The child is under the age of 2.

For 2010 this question is for information only.

FCIB4 – Did the caseworker enter the residence where the child is living and observe and document the general conditions pertaining to threats of harm, child vulnerabilities, and protective capacities of the caregivers at least once during each month of the review period?

DCFS practice guideline 302.2.E states: Monthly Home Visit: The caseworker will check on the residence where the child is living and observe and document the general conditions pertaining to threats of harm, child vulnerabilities and protective capacity of the caregivers. The worker shall not enter a home for the purpose of a visit without a caregiver present, unless the child's caregiver has granted permission. This approval should be documented. The caseworker may enter the family's home in an emergency without a caregiver's permission.

Yes	The worker documented at least one visit inside the residence where the child lives this month.
No	No documentation was located to indicate that the worker made a visit inside the residence where the child lives this month.
EC	The worker documented at least two attempts to visit inside the residence this month
NA	The family was not receiving services during this month or received services for less than 16 days of the month. The child lives out of state.

For 2010 this question is for information only.

FCIB5 – Did the worker make a face-to-face contact with the mother of the child at least once during each month of the review period to discuss issues pertinent to case planning, service delivery, and goal achievement?

DCFS practice guideline 302.2.D states Monthly caseworker contact with parent. Contact is defined as a face-to-face meeting between the parent and the caseworker. The visit must occur at least monthly. If the whereabouts of the mother are unknown, this question can be answered “NA”. If the mother lives outside of the county where the worker’s assigned office is located, this contact may be accomplished by correspondence, electronically or telephonically and receive a “yes” answer. The environment of the location of the visits must be conducive to open and honest conversation. The length of the visit must be of sufficient duration to address key issues. The content of the discussion should focus on issues pertinent to case planning, service delivery and goal achievement. It is assumed that the parent’s whereabouts are known unless the worker specifies otherwise.

Yes	Documentation was located that the worker had at least one face-to-face discussion with the mother of the child this month.
No	No documentation was located that indicates the worker had at least one face-to-face discussion with the mother of the child this month.
EC	The worker documented two or more attempts to visit the mother this month. (Write detailed explanation in the comments section.)
NA	The case was not open for services during this month or received services for less than 16 days of the month. Mother is deceased. Mother’s parental rights have been terminated. Mother refuses to participate. Mother’s whereabouts are unknown.

For 2010 this question is for information only.

FCIB5a - If the whereabouts of the mother are unknown, did the worker make monthly efforts to locate the mother?

DCFS practice guideline 106.1.D.3.d states; Exceptions for caseworker contact with parent include: The parent's whereabouts are unknown despite concerted efforts to locate them. Concerted efforts means a monthly attempt at locating the parent using one of the following; (1) interviews with family team members; (2) interviews with extended family; (3) interviews with the child/youth; (4) checking allied agency records (Department of Workforce Services, Offices of Recovery Services, law enforcement, etc); (5) on-line person locator searches; and (6) Other sources that the caseworker or the team become aware of that are not listed here. It is assumed that the parent's whereabouts are known unless the worker specifies otherwise in the logs.

Yes	The worker documented at least one attempt to locate the mother of the child this month.
No	No documentation was located to indicate that the worker made at least one attempt to locate the mother is month.
NA	The case was not open this month or was open less than 16 days the month. Mother's whereabouts are known. Mother's rights have been terminated. Mother is deceased.

For 2010 this question is for information only.

FCIB6 – Did the worker make a face-to-face contact with the father of the child at least once during each month of the review period to discuss issues pertinent to case planning, service delivery, and goal achievement?

DCFS practice guideline 302.2.D states: Monthly caseworker contact with parent. Contact is defined as a face-to-face meeting between the parent and the caseworker. The visit must occur at least monthly. If the father refuses to participate in the case, this question can be answered “EC”. If the father lives out of the county where the worker’s assigned office is located, this contact may be accomplished by correspondence, telephonically, or electronically and receive a “yes” answer. The environment of the location of the visits must be conducive to open and honest conversation. The length of the visit must be of sufficient duration to address key issues. The content of the discussion should focus on issues pertinent to case planning, service delivery and goal achievement. It is assumed that the parent’s whereabouts are known, unless the worker specifies otherwise.

Yes	Documentation was located that indicated that the worker had at least one face-to-face discussion with the father of the child this month.
No	Documentation was not located that indicated that the worker had at least one face-to-face discussion with the father this month.
EC	The worker documented two or more attempts to visit the legally recognized father this month. (Write detailed explanation in the comments section.)
NA	The case was not open during this month or was open for less than 16 days of the month. The father is deceased. Father’s parental rights have been terminated. Father’s whereabouts are unknown.

For 2010 this question is for information only.

FCIB6a - If the whereabouts of the father are unknown, did the worker make monthly efforts to locate the father?

DCFS practice guideline 106.1.D.3.d states; Exceptions for caseworker contact with parent include: The parent's whereabouts are unknown despite concerted efforts to locate them. Concerted efforts means a monthly attempt at locating the parent using one of the following; (1) interviews with family team members; (2) interviews with extended family; (3) interviews with the child/youth; (4) checking allied agency records (Department of Workforce Services, Offices of Recovery Services, law enforcement, etc); (5) on-line person locator searches; and (6) Other sources that the caseworker or the team become aware of that are not listed here. It is assumed that the parent's whereabouts are known unless the worker specifies otherwise.

Yes	The worker documented at least one attempt to locate the father of the child this month.
No	No documentation was located to indicate that the worker made at least one attempt to locate the father is month.
NA	The case was not open this month or was open less than 16 days the month. Whereabouts of the father are known. Father is deceased. Father's rights have been terminated.

For 2010 this question is for information only.

FCIVA3B – Were the following team members involved in the development of the current Child and Family Plan?

- a. the mother?
- b. the father?
- c. other caregiver, (guardian, stepparent, kin)?
- d. the child/youth if developmentally appropriate? (Generally, children age 5 and older are considered able to contribute in some way.)

DCFS Practice Guideline section 302.2 requires that the child and family plan (CFP) will be developed mutually by the child and family team through which the family can establish and meet its needs. The CFP will be complete when the worker, supervisor, and child and family team have agreed to the plan and it is finalized in SAFE. Involvement in planning can be any time from the finalization date in SAFE of the prior plan to the SAFE finalization date of the current plan. All parents shall have the opportunity to participate in the development of the CFP. Parent is defined as the mother and father regardless of physical custody or current level of involvement in the child's life. "Step-parent" has been defined by DCFS as a caregiver who is married to a parent and is living in the home where the child is residing or will reside. "Other caregiver" is defined as someone that has been identified as a person who will be imminently providing enduring permanency for the child (stepparent, guardian, kin). The developmentally appropriate child means they have the ability to understand and offer relevant contributions to the plan. As a general guideline, children who are elementary school aged are regarded as being capable of contributing.

Yes	Documentation was located that this party was involved in the development of the Child and Family Plan
No	No documentation was located that this party was involved in the development of the child and family plan.
EC	The worker documents two attempts to involve this party in planning: or the parent's refusal to participate is documented and the documentation includes one attempt by the worker to engage the parents on a quarterly basis if reunification is the goal, or if reunification services have been terminated the worker documents one attempt to engage the parents once every 6 months.
NA	The child and family plan was not due by the end of the review period; or the child or family could not be located; or the child and family plan was finalized prior to the review period. For a & b only: Parent is deceased; or parental rights have been terminated by the court; or the parent's whereabouts are unknown; parental involvement in the planning process is detrimental to the safety or best interest of the child and is supported by court order or the child's therapist. For c only: there is no stepparent or other caregiver. For d only: the child is not age 5 or older; the child is not developmentally appropriate.